



**DEPARTMENT OF HUMAN SERVICES**  
**SENIOR & DISABLED SERVICES DIVISION**  
**500 Summer Street NE**  
**Salem, Oregon 97310-1015**  
**Phone: (503) 945-5811**

**AUTHORIZED BY:** \_\_\_\_\_

**SDSD Administrator/Deputy/  
Assistant Administrator**

**INFORMATION MEMORANDUM**

**SDSD-IM-00-103**

**Date: October 3, 2000**

**TO:** SDSD District and Unit Managers  
Area Agency and Aging Directors

**SUBJECT:** Revised SDSD Technical Assistance Guide

**INFORMATION:** Attached is a revised copy of SDSD's Technical Assistance Guide and organization charts reflecting Central Office responsibilities by section. The attached Guide replaces the copy sent to you via IM-00-53 in May, 2000.

Please distribute the Guide to personnel needing to contact Central Office staff and to receptionists who must refer calls to Central Office. The guide and organization charts are also available from the SDSD website at [www.sdsd.hr.state.or.us/about/people.htm](http://www.sdsd.hr.state.or.us/about/people.htm).

If you have any questions about or corrections to the Guide, please contact Alyce Jensen.

**CONTACT PERSON:** Alyce Jensen [Alyce.Jensen@state.or.us](mailto:Alyce.Jensen@state.or.us)

**CONTACT NUMBER:** 503-945-5811 (Voice/TYY) or 1-800-282-8096 (Voice/TYY)

**FAX NUMBER:** 503-373-7823